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1990  
7 December 1961

11/26/80  
MEMORANDUM FOR: Deputy Director (Intelligence)

SUBJECT: Request for Exchange of Space for  
Research Division, Office of Basic Intelligence

1. The Research Division is now located, along with other components of OBI, on the second floor of the Headquarters building. Its present space along the west side of E Corridor totals 6,300 sq. ft. and will accommodate about 70 of the 103 persons that will be on board when the division is fully manned. Earliest planning with respect to the Research Division tentatively provided an additional 2,800 sq. ft. at two different locations on the first and ground floors to take care of the rest of the division.

2. Since the move to the new building, it has become increasingly apparent that the integrated operation of the Research Division will be seriously affected by relocating some of its units--all housed on the second floor--at different places on the first and ground floors.

3. To remedy this, it is proposed that an exchange be negotiated whereby OBI will give up the 2,800 sq. ft. on the first and ground floors for 2,800 sq. ft. along the east side of E Corridor on the second floor (composed of the offices entered through these doors: 2E20, 24, 30, 32, 38, and 42). This space is temporarily being occupied by the DD/S and his staff and is slated for future occupancy by various small, unrelated DD/S and DD/P units.

4. This exchange would greatly facilitate the effective operation of the Research Division. This is particularly necessary at a time when the entire division is in the formative stage and requires close, continuous direction and supervision. In addition, central files and continuing ready access to the other working components of OBI argue strongly for the contiguous placement of the remainder of the Research Division. It is believed that none of these factors would be pertinent to the affected DD/S and DD/P components, especially in view of the fact that they do not now occupy the space involved in the proposed exchange.

5. The attached illustration locates the present Research Division area and, in brown, the additional areas sought.

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Enc: (1) D/Rs Sketch

Assistant Director  
Basic Intelligence